



Airport Monthly Parking News Announcing Our New Online Account Access and Payment Center

SAT Parking has been working hard to introduce a new online monthly parking system that is more User friendly and provides more options to our valued customers. We are pleased to announce the release of the Airport Monthly Parking Online System. This applies to all monthly card holders that are paid for by individuals, companies, or members of our frequent parker program. It does not apply to City of San Antonio employees, approved contractors, or those holding cards issued by our CCDO Department.

Key Benefits of the New Online System

- Pay invoices via the online interface
- Option of setting up Monthly Automatic Payments
 - Ability to update your credit card information
- Ability to manage your account information (Contact name, phone, email, etc.)
- Retrieve and update your account password
- Ability to see all parking cards assigned to account
- Ability to update/modify Parker information for assigned parking cards.
 - You will not be able to Disable or Activate cards from site
 - Any issues/questions will still have to be addressed directly with the Parking office.

Tenant Parking Accounts (Employer Paid)

All of the above benefits are available to Tennant account holders **EXCEPT** online payments of outstanding charges on your account and the ability to set up automatic payments online. Invoicing and payments for tenant paid accounts will still be done via the City of San Antonio finance office. You will continue to receive an invoice directly from COSA with a listing of active cards for your account provided from the online access system attached for comparison.

Account Access

To access your account the following steps are required.

- Provide an account email to the parking office for your account
 - Send email to the Parking Office with your **name, email address and card number**
- Ensure that June Parking is paid for through the old system prior to **June 6, 2016**
- After **June 20, 2016** - Log in to your new account using your email on file as the username AND password. (The link and the instructions are provided on page 2)
- **Credit or debit balances on accounts will be transferred to new system prior to June 20, 2016**
- After successful login we highly recommend that you change the password

Parking Office Hours

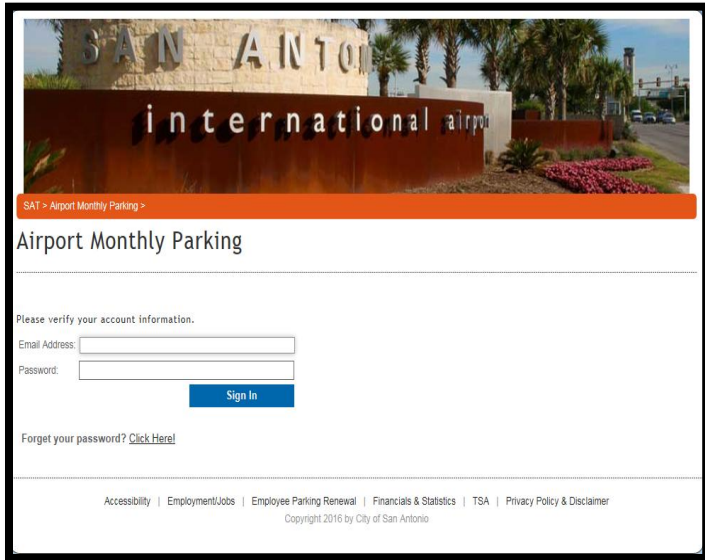
- We are able to assist you with accessing your account M-F 7:45am to 4:30pm
- Our staff is available at our offices 24/7 and will certainly take a message for someone to call you back on the following business day.

Please contact the Parking Office with further questions or concerns.

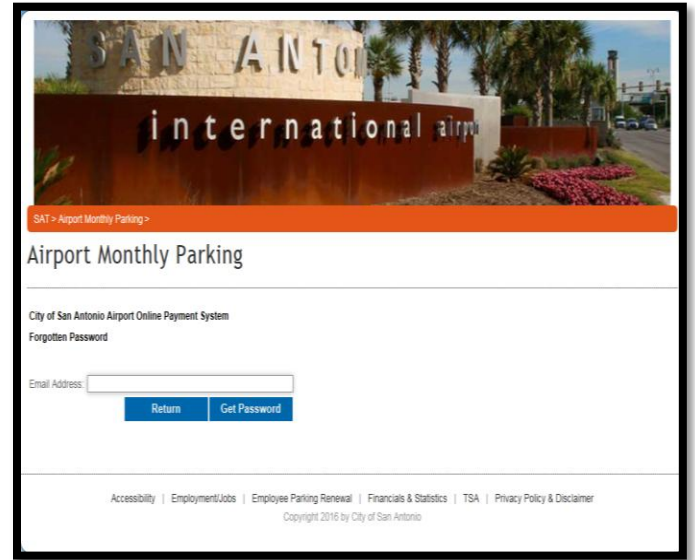
SATParkingInfo@sanantonio.gov or (210) 207-3465

Below are the steps to gain access to your account. After June 20, 2016

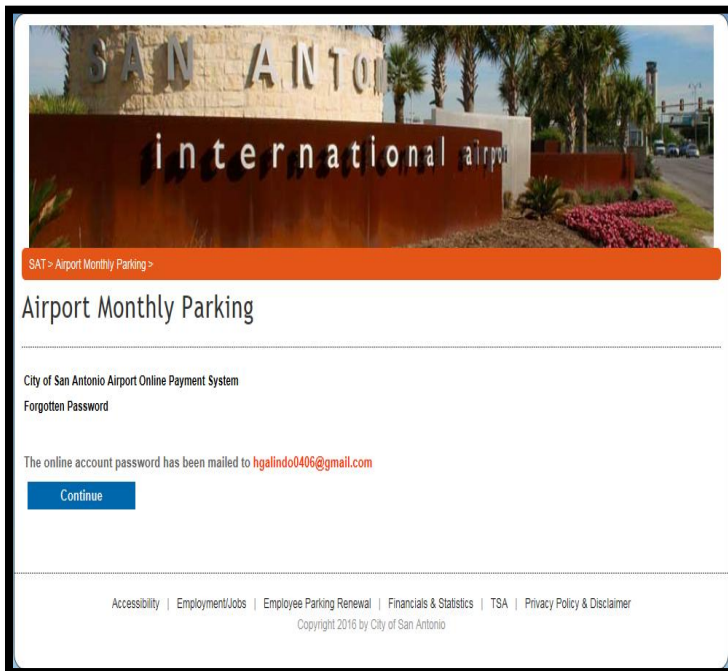
- Access the City of San Antonio Aviation Webpage. <http://www.sanantonio.gov/SAT.aspx>
- Scroll down to the very bottom and look for the link for “Airport Monthly Parking”



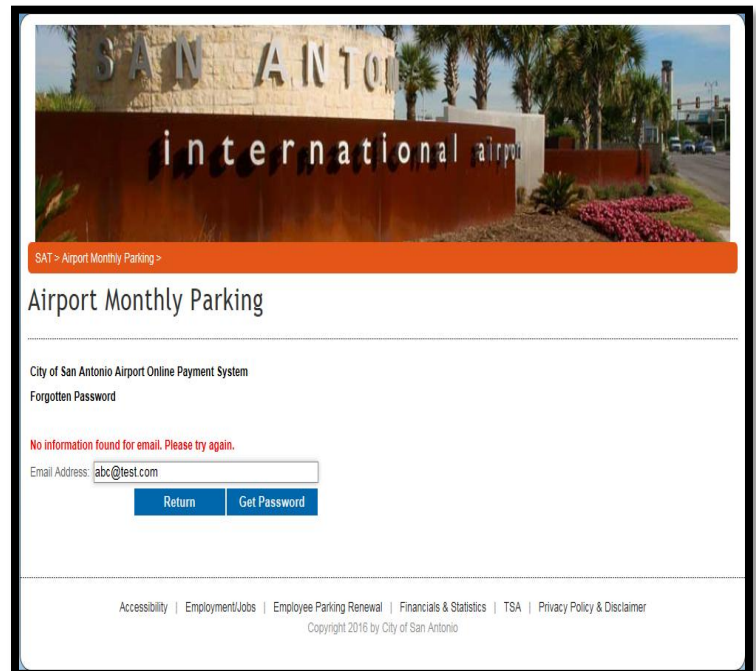
Under “Forgot your password” select “Click Here”



Enter your email address that you provided to SAT Parking and hit “Get Password”



If email is on file you will receive the following message. You will receive an email with your password.



If email is not found you will receive the following message; you will need to contact the parking office to have your information updated. Parking Office phone 210-207-3465

****SAT Parking strongly suggests** that upon successful login, that you change your password. This feature can be found under the Edit Account tab.